

**DOCUMENTATION OF NEED
FIELD OFFICE AND WAREHOUSE LEASES**

To: DOS Regional Manager or Designee
DCA Regional Manager or Designee

From: Realty Specialist
Regional Office/Service Center

Thru: Chief, Corporate Services Staff
Regional Office/Service Center

Subject: Documentation of Need for Leasing Field Office in **(location)**

Date: **(date)**

FDIC currently leases **(square footage)** for its field office, located at Anytown, USA. The current lease expires **(date)**, but contains an option to renew for an additional _ years through **(date)**.

When the NTEU union agreement becomes effective, it is expected that FDIC will provide a minimum 64 sq. ft. workstation for each non-supervisory professional. Based on projected core staffing of **(number)** as of (**Year**), the Field office will be staffed with **(number)** field office supervisors, **(number)** team leaders, **(number)** non-supervisory professionals, and **(number)** administrative personnel. For staffing at this level it is projected that the space requirements for the Field Office will be **(square footage)**. This figure includes **(size)** sq. ft. allocated for DIRM. The projected space requirements for this field office have been derived from calculations using FDIC design criteria; actual space requirements in a particular building are dependent on configuration of the space.

The current field office is located on two different floors and consists of three different parcels of space within the existing property. It is highly unlikely that additional space sufficient for FDIC to meet its Field Office standards can be obtained at the current field office location. Before FDIC exercises its option to renew this lease, or enters into negotiations for a new lease, the Program Office must establish the critical mission requirements for its work environment and describe them in this "Documentation of Need" for approval by the DOA Regional Manager. The approved Documentation of Need becomes the "Authorization to Proceed" with the lease acquisition process.

Please provide the following requested information:

1. Need date: Lease expiration date

2. Number of Personnel housed at Field Office:

MRS in Washington currently identifies your core staffing as follows: DOS DCA
. Are these numbers correct?

DOS: _____ Yes _____ No

DCA: _____ Yes _____ No

If your numbers are different than MRS please explain the variance:

Please provide a breakdown of your current and projected staffing:

| | Current Staffing | December 31, 1999 |
|-------------------|------------------|-------------------|
| DOS: | | |
| FOS | _____ | _____ |
| TL | _____ | _____ |
| N/S Professionals | _____ | _____ |
| Admin | _____ | _____ |
| Interns | _____ | _____ |
| DCA: | | |
| FOS | _____ | _____ |
| TL | _____ | _____ |
| N/S Professional | _____ | _____ |
| Admin | _____ | _____ |
| Interns | _____ | _____ |
| DIRM | _____ | _____ |
| TOTAL | _____ | _____ |

3. Review of existing leased space:

4. Are there any landlord poor or non-performance issues?

YES_____

NO_____

If YES, please explain:

5. Please consider the geographic location of the Field Office in conjunction with the following factors:

a) Access to institutions supervised:

_____ excellent

_____ satisfactory

_____ unsatisfactory

b) Access to public transportation (walking distance):

_____ excellent

_____ satisfactory

_____ unsatisfactory

c) Access to major highways and airports:

_____ excellent

_____ satisfactory

_____ unsatisfactory

d) General safety and crime in area:

_____ excellent

_____ satisfactory

_____ unsatisfactory

6. Special accommodations and requirements for the leased space. Please consider parking requirements, accommodation for disabled, union president in office or any other special needs related to your mission:

7. Preference to remain at present location in existing premises (if FDIC determines it is economically feasible):

YES_____

NO_____

Comments:

If it is your preference to remain at your existing location, FDIC will commence to do market analysis on the area and will enter into negotiations with the Landlord to enlarge these premises and renew our lease. If the current location is not satisfactory, then FDIC will notify the Landlord that it will not exercise its option for renewal and will commence looking for new premises in a location that better meets your needs.

_____Current location and premises ARE satisfactory

_____Current location and premises ARE NOT satisfactory

If the current location and premises are not satisfactory please identify a location that you believe to be satisfactory taking into consideration the locations of your supervised institutions, employee residences and commuting patterns. After you have identified your preferred location FDIC will attempt to identify 3 to 5 buildings, to ensure adequate competition, within a one mile radius of your preferred location for the location of your new field office.

Preferred Location:

8. Term of lease: _____ Years

DOS Regional Manager, or Designee

Date:

DCA Regional Manager, or Designee

Date:

APPROVED:

DOA Regional Manager

DATE:

Prototype Field Office Worksheet
 Based upon the Facilities Design Guide Specifications for Field Offices
 Large Office > Core Staff
 Staffing as of _____ FOS_ TL_ N/S Prof_ Admin_ Interns_ DIRM_ Total_

FIELD OFFICE _____ SQ. FT

_____ Field Office Supervisor Offices @ sq. ft.
 _____ Team Leaders @ sq. ft.
 _____ Conference Room @ sq. ft.
 _____ Admin Support Room @ sq. ft.
 _____ File Room @ sq. ft.
 _____ Break Room @ sq. ft.
 _____ Training Room Core Staff X sq. ft./person =
 _____ Reception Area @ sq. ft.

DIRM

_____ Server Room @ sq. ft.
 _____ Workroom @ sq. ft.
 _____ Workstation/Office @ sq. ft.
 _____ Visiting FOS Office @ sq. ft.

0

TOTAL

sq. ft. /.70 Circulation Factor (30%)= A sq. ft.

A sq. ft. /.85 Rentable sq. ft. Conversion Factor (15%) = B sq. ft.

Number 64 sq. ft. Workstation Required _ X 64 sq. ft. = C sq. ft.

Required Office Size = B sq. ft. + C sq. ft. = D sq. ft.

Additional Space Required = X sq. ft.